



## Montgomery County Department of Permitting Services

255 Rockville Pike  
Rockville, MD 20850  
240-777-6240 Fax: 240-777-6262  
<http://permittingervices.montgomerycountymd.gov>



### APPRENTICE LICENSE PROCEDURE

No examination for Apprentice electrician license is required; this is a registration only. Applicant shall have been regularly and principally engaged in electrical work proceeding the date of this application.

1. Complete application in full.
2. Submit with:

A check in the amount of \$48.00 (non-refundable), which covers application processing and is good for two years.

Letters of verification of employment on company letterhead, signed by the Master Electrician of the company.

- 1) The Master for the company **must** include his/her license number and the jurisdiction where license was obtained.
  - 2) Letter(s) of verification **must** indicate specific dates of employment
  - 3) Options for photo submittals are as follows;
    - a. Mail us a front-faced professional looking photo (e.g. no sporting activities photos, no drivers licenses, no beach photos) on a 3 ½ disk (JPEG format). The disk should be saved accordingly (John Doe) with the individual's name and packaged in a protective container or adequate cushioning material.
    - b. Come into the office and a photo will be taken **OR**
    - c. E-mail us an electronic photo at [DPS@montgomerycountymd.gov](mailto:DPS@montgomerycountymd.gov)
3. The application is then forwarded to the Board of Electrical Examiners for review.
4. If the Board determines that the applicant meets the qualifications, the application package is then forwarded for processing.
5. The applicant is then issued an identification card to be in their possession at all times while performing electrical work within Montgomery County, under the jurisdiction of this office.
6. If the Board determines that the applicant does not qualify, the applicant is notified in writing. The applicant may arrange to appear at a subsequent meeting of the Electrical Board to give further information regarding qualifications.
7. The license is renewable every two years.

NOTE: Renewal fee \$48.00 (\$24.00 per year)

**\*Add 10% Automation Enhancement fee to all fees listed.**